



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON MANNHEIM
UNIT 29901
APO AE 09086-9901

IMEU-MAN-PW

APR 11 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedure for the Identification of Environmental Objectives and Targets and the Establishment of an Environmental Management Program at the USAG Mannheim

1. REFERENCE: Procedure for Environmental Monitoring and Measuring at the USAG Mannheim

2. PURPOSE: To provide guidance in setting environmental goals and objectives to implement the garrison's EMS policy, considering the military mission, applicable legal and other requirements, significant environmental aspects, and economic feasibility.

3. APPLICABILITY: This procedure applies to the cross-functional team (CFT) and other garrison personnel responsible for the setting and tracking of objectives and targets as identified in this procedure.

4. DEFINITIONS:

a. Environmental objective: Overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable.

b. Environmental target: Detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

5. RESPONSIBILITIES:

a. Environmental Management System Management Representative (EMSMR): Review, evaluate, and if necessary, modify objectives and targets during the Management Review.

b. Chief, Environmental Management Division, CFT, P2 Manager: Identify, review and re-evaluate environmental objectives, targets and program.

c. Environmental Management Division: Appoint an action officer for the maintenance of objectives and targets list and environmental management programs.

6. PROCESSES:

a. Initial Baseline Data Collection: When determining environmental goals, the first step is to determine the level(s) to which they apply (e.g. the entire installation, certain divisions or units, or individual functional areas). The CFT, the Environmental Division and the P2 Manager review the list of significant aspects and use it as a base to develop goals to mitigate, minimize or reduce the environmental impact of these aspects. In addition to the environmental aspects, the following sources may be used to gather environmental baseline data:

- (1) P2 Baseline Inventory,
- (2) Waste and emission data,
- (3) Internal and external EPAS reports,

(4) Integrated Natural Resources Management Plan (provides already developed goals and objectives, timeframe and resources for various programs such as water management program, pest management program, ITAM, etc.).

b. Identification of preliminary environmental objectives: The preliminary objects are grouped by category, following the Final Government Standards (FGS) chapters (e.g. Air Emissions, Hazardous Waste, Natural Resources, etc.). Objectives are prioritized, starting with those that directly relate to the significant aspects and mission critical tasks, and then adding others that are less significant but still have mission or environmental impact potential. New legal or other requirements shall be reviewed in this process as new requirements may affect current activities and require a change of activities. A newly released Measure of Merit may, for example, require the reduction of waste generation and thus require action.

c. Identification of appropriate targets for achieving each objective: At least one target should be developed for each objective. The targets should be quantified and a specific timeframe for their completion should be provided. Targets should be achievable and at the same time motivate the affected organizations to improve their environmental performance. However not all targets are necessarily measurable.

d. Evaluation and monitoring of environmental objectives and targets: The CFT reviews the list of environmental objectives and targets and discuss if they are feasible, reasonable, measurable, consistent with the environmental policy, and affordable. An action officer compiles a final list of objectives and targets and initiates their achievement by developing the Environmental Management Programs.

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e. Environmental Management Programs:

Environmental objectives and targets are translated into action through Environmental Management Programs.

Key items in the Environmental Management Program include:

- (1) The action(s) for achieving a target or objective,
- (2) Responsibilities (action officer),
- (3) The time frame for achieving the target or objective, and
- (4) Resources needed.

The programs are set up using an Excel Spreadsheet that defines the items listed above. During the program period, performance data is periodically reported to the EMS Management Representative for incorporation into the EMS Management Review.

7. POC is Ms. Mary Kay Foley, Chief, Environmental Management Division, at DSN 381-8675, email: mary.foley@us.army.mil



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